

# Table of Contents

REQUEST FOR PROPOSAL ISSUES	1
WHY RISCA PROVIDES PROJECT SUPPORT THROUGH RFP'S	1
RHODE ISLAND STATE COUNCIL ON THE ARTS: AN OVERVIEW	2
APPLICATION DEADLINES	3
ELIGIBILITY	3
WHAT WE DO AND DO NOT FUND	4
FUNDING CONDITIONS	4
REVIEW PROCESS	5
TIMETABLE	5
ACCESS FOR PEOPLE WITH DISABILITIES	6
ADDITIONAL INFORMATION	6
LIMITS OF LIABILITY	6
APPLICATION CHECKLIST	7
APPLICATION FORM	8

# Rhode Island State Council on the Arts

## Requests for Proposals for Artists and Organizations

The Rhode Island State Council on the Arts (RISCA) will accept applications that ask individual artists, arts organizations, educational and non-profit organizations throughout Rhode Island for creative responses to *one of the* following important questions.

✓ PLEASE CHECK ONE RFP ISSUE **ONLY!**

- **Advocacy:** What can you as an artist or organization do to make the arts a more visible part of your community?
- **Cultural Collaborations:** What can you as an artist or organization do to bring about collaborations between artists or institutions with different cultural backgrounds?
- **New Audiences:** In what ways can you as an artist or organization bring the arts to new or expanded audiences?
- **Creative Alternatives:** In what ways can you as an artist incorporate environmental issues or concerns into the creation of your work?
- **Education:** In what ways can schools, artists, and organizations collaborate to increase access to arts education for all students, foster the professional development of artists and educators, and increase participation of community members in arts learning?

## WHY RISCA PROVIDES PROJECT SUPPORT THROUGH RFP's

The Rhode Island State Council on the Arts recognizes the crucial role that our state's artists and arts organizations play in society. It acknowledges that the arts can and should be an important part of community life, and play an integral role in the education of all Rhode Islanders. With available resources, RISCA will support projects that make the arts a more visible and active part of the lives of Rhode Island citizens.

## RHODE ISLAND STATE COUNCIL ON THE ARTS

The Rhode Island State Council on the Arts (RISCA) is an agency of state government, created by law in 1967 to “insure that the role of the arts in the life of Rhode Island communities will continue to grow and will play an even more significant part in the welfare and educational experience of our citizens.” The law mandates that RISCA’s duties shall be:

- To “stimulate and encourage... the study and presentation of the performing, visual and environmental arts” throughout Rhode Island.
- To “survey and assess the needs of the arts” and “make recommendations to the General Assembly and the Governor to encourage the arts” in order to meet “the legitimate needs and aspirations” of all Rhode Islanders.
- To “take such steps as may be necessary” to “expand the state’s cultural resources”, as well as “encourage the growth of local community arts councils.”
- To “encourage and protect freedom of artistic expression” in Rhode Island.
- To “co-operate with the commission of education in all areas in which the arts are applicable to primary and secondary education” including “educational television and other media.”

RISCA administers a number of grant programs, with deadlines set throughout the year. Grant applications are received from nonprofit organizations such as arts organizations, schools, community centers, social service organizations or local governments, as well as from individual artists. Grants are awarded to arts organizations for general operating support, as well as to non-profit organizations for specific projects that serve communities throughout the state. Individual artists apply for our highly-competitive fellowship grants — awarded in different arts disciplines, such as painting, music and sculpture.

Grants are awarded based on a rigorous review by advisory panels made up of experts from throughout the state, and on occasion — to eliminate the possibility of conflict of interest — from outside the state. Specific criteria are established for the review of applications, with artistic quality being a principal concern. Other review criteria are outlined in the application material.

Most Council grants are awarded on a matching dollar basis. This helps to insure that government funding acts as a catalyst for private investing in the arts by individuals, corporations and foundations. The past thirty years have shown that government support has resulted in increased contributions for the arts, as private investors look toward state support as a way of assuring the quality and value of arts programs and organizations.

RISCA's Folk and Traditional Arts program provides technical assistance to traditional and ethnic artists. The Program supports apprenticeships that bring master artists together with promising apprentices, in ways that keep the arts of Rhode Island’s traditional cultures alive.

The State Arts Council does not discriminate on the grounds of race, color, religion, sex, age, national origin, disability or sexual orientation.

In compliance with the Open Meetings Law, all Council and committee meetings are open to the public. In addition, upon written request, records are made available to the public.

Funds for programs and services carried out by RISCA are provided by the Rhode Island General Assembly and the National Endowment for the Arts, a federal agency.

## DEADLINES

Applications in the Request for Proposals category will be accepted at two times during the year:

- April 1 (for activities taking place from July 1 to June 30)
- October 1 (for activities taking place from January 1 to June 30)

All completed applications, supplementary sheets, supporting materials and required copies must be in the Council's office NO LATER THAN 4:30PM on the deadline date, or **on the following business day if the deadline falls on a weekend or holiday**. The Council will not accept applications transmitted by facsimile machine or other electronic mediums.

Incomplete or late applications will not be reviewed by the Council.

**We recommend that first time applicants meet with Council staff prior to applying for support.**

## ELIGIBILITY

In order to be eligible to apply for support to RISCA, you must be one of the following:

- A nonprofit corporation, incorporated in and conducting business in the State of Rhode Island, with 501(c)(3) tax exempt status from the Internal Revenue Service, governed by a revolving board of directors, trustees or advisory board drawn from the community at large and shown to be actively involved in the activities of the organization.
- Organizations that have not yet received the appropriate IRS non-profit determination may be sponsored by an eligible nonprofit organization. If a grant is awarded to your organization as the sponsor of another organization, it is understood that the sponsor organization is financially, administratively and programmatically responsible for all conditions of the grant. The sponsor is also responsible for signing the contract, compliance and final report forms. If organizations applying through this sponsorship process have operated for more than two years without seeking nonprofit status they must submit a written explanation for operating in this manner..
- An individual who is a current, legal resident of the state of Rhode Island, and has been for a minimum of twelve consecutive months prior to the date of application. Applicants must be at least eighteen years of age at the time of application. Students pursuing graduate or undergraduate degrees in an arts discipline or an arts-related subject area at the time of application may not apply for support.
- A unit of local or state government
- A public school, or a college or university with tax-exempt status
- A tax-exempt school (Catholic or independent)

**Other considerations:**

- All public performances or exhibitions must take place in a space that is physically accessible to people with disabilities, as required by law.
- General Operating Support (GOS) grant recipients are not eligible to apply in this category. However, GOS grantees are encouraged to collaborate in RFP projects, as long as they are not the principal applicant.
- Divisions, branches, departments, programs, or other subunits of nonprofit corporations, colleges, or universities shall be ineligible to apply on their own; applications may be submitted only by the parent corporation (only one application per deadline).
- In addition, former grantees who have outstanding Final Reports or other obligations to the Council are INELIGIBLE to apply if such obligation exists at the time of application.

**WHAT WE DO AND DO NOT FUND**

Council support may be used for expenses related to a specific project, such as the production, presentation or exhibition of art, or for reasonable administrative expenses necessary to carrying out the project. Council support may not be used for:

- Construction or capital expenses.
- Deficit reduction or contributions to an endowment fund.
- Fund-raising events or benefit activities.
- Prizes and awards.
- Hospitality expenses, i.e., receptions, parties, gallery openings.
- Expenses incurred prior to or after the grant cycle in which the grant has been awarded (7/1-6/30 for April 1 deadline; 1/1-6/30 for October 1 deadline).
- Regranting purposes.
- Activities which are part of a graduate or undergraduate degree program.
- Activities that have a religious purpose.
- Performances and exhibitions not available to the general public.

**FUNDING CONDITIONS**

The following conditions for funding apply to all Request for Proposal applicants:

- Organizations and individuals may only submit one application per deadline for RFP support for your own project. All applicants, however, are encouraged to collaborate in other RISCA-funded projects.
- An organization that receives legislative funds for operating support is ineligible to receive funds from RISCA during the same fiscal year. Legislative funds for capital expenditures are exempt from this policy.

- All grants to organizations require a dollar-for-dollar cash match. Grants to individual artists do not require a dollar-for-dollar match.
- Education projects of less than ten (10) days are unlikely to be funded. For Education projects of 10 days or more, preference will be given to applications that incorporate artist planning time on a daily basis and which use artists from the Arts in Education roster, assuming that the project is of high quality.
- Grants awarded by the Rhode Island State Council on the Arts are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the citizens of Rhode Island. For that reason grant recipients must credit the Rhode Island State Council on the Arts on all printed material where funders and supporters are listed and on all printed programs.

## **REVIEW PROCESS**

- Each application is reviewed by the staff for eligibility and completeness. Questions or problems relating to eligibility or application completeness will be referred back to the applicant.
- Applications will be reviewed by an advisory panel that makes recommendations for funding to the Council. Panel recommendations will be based on the review criteria outlined in these guidelines.
- The panel is comprised of artists, educators, arts administrators, Council members, and others with professional expertise who are familiar with the arts, its creation, exhibition or presentation.
- A copy of RISCA's grievance procedure is available if any applicant has evidence that the Council's policies/procedures were not upheld.

## **TIMETABLE**

The application review process follows approximately this schedule:

- Applications are due in the RISCA Office by the close of business on the deadline date (4:30 pm on April 1 or October 1), or on the following business day if the deadline falls on a weekend or holiday.
- Applications are checked by staff for accuracy and completeness, and then prepared for review by an advisory panel.
- Panels meet to review applications (in May/early June for April 1 applications; in November for October 1 applications)
- Funding recommendations go to the Council at its next scheduled meeting (held in late June for the April 1 deadline, early December for the October 1 deadline). The Council votes on these recommendations.

- Grant announcements are usually made within ten days of the Council meeting, following legislative notification of grant awards.
- Once a grant has been awarded recipients should understand that it often takes a considerable amount of time for the State to issue a check. Signing and returning your grant contract promptly may speed the process. Grant funds may not be received prior to the start of a project, nor may they arrive at the same time each year. Grant recipients should be aware of this and plan their cash flow accordingly.

## **ACCESS FOR PEOPLE WITH DISABILITIES**

Applicants who need assistance completing an application and/or require an interpreter should contact RISCA well in advance of the deadline. LARGE PRINT GUIDELINES ARE AVAILABLE UPON REQUEST.

## **ADDITIONAL INFORMATION**

- Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.
- All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts.
- Any fraudulent statement made in an application or support material will be grounds for denying a grant award.
- Grant recipients MUST credit the Rhode Island State Council on the Arts, as described under "Funding Conditions."
- Grant funds must be expended during the grant cycle (July 1 to June 30 for April 1 deadline awards; January 1 to June 30 for October 1 deadline awards).

## **LIMITS OF LIABILITY**

The Rhode Island State Council on the Arts is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Rhode Island State Council on the Arts, its employees, or agents. All supporting materials submitted must be duplications of work. No original or single editions of works will be accepted.

Rhode Island State Council on the Arts  
 83 Park Street, 6th floor  
 Providence, RI 02903  
 Phone: 401-222-3880  
 Fax: 401-222-3018  
 Email: [info@risca.state.ri.us](mailto:info@risca.state.ri.us)  
 Web: <http://www.risca.state.ri.us>  
 TTY: 401-222-7808

# Application Checklist

Include **ONE** copy of this page AS THE TOP ITEM IN YOUR APPLICATION PACKET. Check off each item you have included. This is a good way to assure that you have included every necessary item.

Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone (day/eve): \_\_\_\_\_

## Have you included:

- ☐ This application checklist? (one copy)
- ☐ An original, signed copy of the entire application packet, **plus** eight complete collated application packets (total of nine complete packets in all). Do **not** enclose applications in folders or binders.

### Hint: this application packet includes:

- ☐ Application information
- ☐ Background information page

Please note: submit only the background page appropriate to you. Organizations, submit BACKGROUND INFORMATION FOR ORGANIZATIONS; Individuals submit BACKGROUND INFORMATION FOR INDIVIDUALS; Schools submit BACKGROUND INFORMATION FOR SCHOOLS

- ☐ Four page (or less) Application Proposal
- ☐ Budget Summary Form
- ☐ Detailed budget for project using your own budget format
- ☐ Assurances page, one copy with original signatures
- ☐ One copy 501 (c) 3 determination letter (if you are an organization and a first-time applicant)
- ☐ Supporting documents/material reference sheet
- ☐ Self-addressed, stamped envelope for return of supporting documents/material

### Support Material for ARTISTIC MERIT review criteria:

- ☐ Resumes of key artistic personnel or artists involved in the project (9 copies).
- ☐ Support material demonstrating current artistic work, such as:
  - ☐ For performing groups or performing artists, as appropriate to your discipline: one 1/2 inch VHS video tape cued for a ten-minute screening; one audio cassette cued to a ten-minute selection for music groups (see attached "Supporting Document Requirements"). Also include reviews or feature articles from the current year.
  - ☐ For visual arts organizations or visual artists: slides of recent work (see attached "Supporting Documents Requirements"), along with (as available) catalogues, publications, and/or reviews of exhibitions. Also include reviews or feature articles from the current year.\*
  - ☐ For presenting organizations: recent brochures, programs, or other printed materials, including material describing the organization, facility and performing arts events. Also include reviews or feature articles from the current year.\*
  - ☐ For organizations, a one page description of your support for the Rhode Island artists, including the payment of fees to Rhode Island artists, if this is not addressed in your narrative material.

### Support material for CLARITY/ACHIEVABILITY review criteria:

- ☐ For organizations, a Board of Directors list, including names, professional/cultural affiliations, expiration of terms, years on board. (1 copy)
- ☐ For organizations, resumes and job descriptions of key administrative personnel. In the event of vacancies, provide a one-page description of the process you will undertake to fill this vacancy and a projected timeline. (9 copies)
- ☐ For organizations, copy of the most recent financial statement you provide to your board of directors. (1 copy)

### Support material for CULTURAL/COMMUNITY CONNECTIONS review criteria:

- ☐ Examples that show support you have received from individuals or organizations in your community for arts-related projects (e.g., letters of support from the pastor current participants or beneficiaries, program advertising, attendance figures at past events).\*

\* Note: it is helpful for panelists to each have a copy of support materials to review prior to the application review meeting, but only one copy is required.





**RHODE ISLAND STATE COUNCIL ON THE ARTS  
REQUEST FOR PROPOSAL APPLICATION**

**OFFICE USE ONLY:**  
APP \_\_\_\_\_ SER \_\_\_\_\_

**RFP ISSUE (Check ONLY one. See description on page 3 of application guidelines)**

- Advocacy ☐  
Cultural Collaborations ☐  
New Audiences ☐  
Creative Alternatives ☐  
Education ☐

**APPLICANT INFORMATION**

Applicant Name (Organization or Individual)

\_\_\_\_\_

Applicant Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Applicant Telephone

Fax

E-mail

\_\_\_\_\_

Authorizing Official (for organizations or schools, chairman, board president, superintendent, etc.)

\_\_\_\_\_

Title of "authorizing official" (for organizations or schools)

\_\_\_\_\_

Executive Director (or Principal if a school)

\_\_\_\_\_

Telephone (Day/Even)

\_\_\_\_\_

Person completing application

\_\_\_\_\_

Telephone (Day/Even)

\_\_\_\_\_

Federal Employer I.D. No. (for organizations or schools) Or Social Security No. (this information is optional for individual applicants at time of application)

\_\_\_\_\_

Legislative Districts for address listed above (for this information contact your City/Town Board of Canvassers or [www.state.ri.us](http://www.state.ri.us))

Congressional \_\_\_\_\_

RI House \_\_\_\_\_

RI Senate \_\_\_\_\_

Are you a first-time applicant to RISCA? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes and an organization include 501 c (3) determination letter from IRS)

**PROPOSAL INFORMATION**

**TITLE OF PROJECT:** \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

Number of Individuals that will benefit from this project: \_\_\_\_\_

Number of Artists that will participate in this project: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ and Ending Date: \_\_\_\_\_

(Must be between July 1 and June 30 for April 1 deadline or between January 1 and June 30 for October 1 deadline)

Number of project days: \_\_\_\_\_ (Education only)



**Applicant Name:** \_\_\_\_\_

## **BACKGROUND INFORMATION FOR ORGANIZATIONS**

*(Schools fill out page 4 "Background Information for Schools")*

### **Mission**

*What is the mission of your organization? How does your organization seek to fulfill its mission and meet its community's needs?*

### **History**

*Briefly, what is the history of your organization and its place in your community?*



**Applicant Name:** \_\_\_\_\_

**BACKGROUND INFORMATION FOR INDIVIDUALS**

Using this page only, briefly tell us about your work as an artist. What has been important to you as you create or perform work? What past accomplishments have you been most proud of, and why? What directions do you see your work taking? Include a copy of your resume.



**Applicant Name:** \_\_\_\_\_

**BACKGROUND INFORMATION FOR SCHOOLS**

On this page, briefly describe your school, your district and your community as you might to someone unfamiliar with your area. What are the important issues that affect (positively or negatively) your programs and activities? Tell us about the geography and demographics of your community, and include information on the arts available to students in your school or district.





## **APPLICATION PROPOSAL/NARRATIVE REQUIREMENTS**

On no more than four typewritten pages, describe your proposal using the following outline. Be sure you cover each of the sections below, identifying each section with the appropriate heading:

### **I. Summary of Proposal**

*In a brief paragraph describe what you want to do, and how it addresses the RFP issue you have chosen.*

### **II. Detailed Description**

*Provide the following detail on your proposal:*

*Describe your goals for this project.*

*What steps will you take in carrying out this project (who, what, where, when and how).*

*Are artists from the Arts in Education/Folk Arts roster? If not, why have you chosen them? (Please include artist supporting material with application)*

*How do you plan to market this project?*

*How do you plan to reach the community?*

*Is the site accessible?*

*Include whatever information you need in order to convey a sense of the scope and activities involved in your proposal.*

### **III. Planning**

*Please describe the planning process that resulted in this proposal. Tell us how the idea originated, what needs were identified, and who was involved.*

### **IV. Past Experience**

*Describe any experiences you, your organization, or your collaborators have had that will contribute to the success of your proposed project.*

### **V. Timetable**

*Provide a projected timetable of activities. If the project is being done in phases, for what phase are you seeking support?*

### **VI. Evaluation and Assessment**

*Describe how you will know whether your project has succeeded or achieved its goals. Please note: if this is a project for which you have received support in the past, please tell us how you have incorporated what you have learned in the past into the current proposal.*

In addition, be sure to attach a detailed budget of income and expenses for the project, in a format of your own choosing (along with the attached Budget Summary page).

## **REVIEW CRITERIA**

Generally, proposals will be reviewed based on how creatively the applicant has responded to the RFP issue. Applications will be judged singly, and in competition with other proposals received in that category. Proposals will also be reviewed based on the following review criteria:

- Artistic Merit
- Clarity and Achievability
- Community/Cultural Connections

Applicants are encouraged to study and incorporate responses to the review questions for each of these criteria in their application narrative. These review questions are found on the Request for Proposals Evaluation Form.



Applicant Name: \_\_\_\_\_

### BUDGET SUMMARY

This page should summarize your income and expenses for your entire project. Please note: Schools and Individuals fill out only the Project Budget column below. Arts Organizations must fill out both columns below. In addition, all applicants must attach a detailed budget for the project, using whatever budget format you desire. Detailed budget must indicate the source of any contributed income for the proposed project. See the attached DEFINITION OF TERMS sheet for further explanation.

	Project Budget All Applicants	Arts Organizations, your total budget for the project year
<b>EXPENSES</b>		
A. Personnel - Administrative		
B. Personnel - Artistic		
C. Personnel - Technical/Production		
D. Outside Fees and Services - Artistic		
E. Outside Fees and Services - Other		
F. Space Rental		
G. Travel		
H. Marketing		
I. Remaining Operating Expenses		
AA. Total Operating Expenses (A-I)		
<b>INCOME</b>		
N. Admissions/Earned Income		
O. Contracted Services Revenue		
P. Other Revenue from Operations		
Q. Corporate Support for Operations (list each source on attached detailed budget form)		
R. Foundation Support for Operations		
S. Other Private Support for Operations		
T. Government Support - Federal		
U. Government Support - State (Add to this application)		
V. Government Support - Local		
W. Applicant Cash		
X. Grant Amount Requested - RISCA (This application only)		
CC. Total Operating Cash Inc. (N-X)		

NOTE: TOTAL INCOME (LINE CC) MUST EQUAL TOTAL EXPENSES (LINE AA).

FOR ORGANIZATIONS AND SCHOOLS, GRANT AMOUNT REQUESTED MAY NOT BE MORE THAN 1/2 THE PROJECT COSTS (EXPENSES Line AA).

USE AN ASTERISK (\*) TO INDICATE PENDING SUPPORT, ROUND ALL FIGURES TO THE NEAREST DOLLAR

# DEFINITIONS OF TERMS — Budget Summary Form

Following are definitions of terms used in the Budget Summary form. The letters preceding the definitions correspond to the letters on the form. Please refer to these definitions when completing the Request for Proposals grant application form. If you have any questions, contact RISCA staff. Note: Applicant refers to the applicant individual or organization.

## Expenses

**A. Personnel - Administrative:** Payments for employee salaries, wages and benefits, for executive and supervisory administrative staff, program directors, business managers, press agents, fundraisers, clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-house and box office personnel.

**B. Personnel - Artistic:** Payments for employee salaries, wages and benefits for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**C. Personnel - Technical/Production:** Payments for employees salaries, wages and benefits, for technical management staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparation and installers, etc.

**D. Outside Fee and Services - Artistic:** Payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

**E. Outside Fee and Services - Others:** Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations.

**F. Space Rental:** Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces.

**G. Travel/Lodging/Transportation:** All costs for travel directly related to the travel of an individual or individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping or hauling expenses, see **I. Remaining Operating Expenses**.

**H. Marketing:** All costs for marketing/publicity/promotion. Do not include payments to individuals or firms which belong under "Personnel" (letters A-C), or "Outside Fee and Services" (letters D-E). Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, food and drink, and space rental when directly connected to promotion, publicity or advertising. For fundraising expenses, see **I. Remaining Operating**

## Expenses.

**I. Remaining Operating Expenses:** All expenses not entered in other categories. Includes scripts and scores, lumber and nails, fundraising expenses, electricity, telephone, fax, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under **G. Travel**. Regants are included here.

**AA. Total Operating Expenses:** The sum of letters A-I under expenses.

## INCOME

**N. Admissions:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. specifically for events or activities of the organization.

**O. Contracted Services Revenue:** Revenue derived from fees earned through sale of services. Include sale of workshops, etc. to other community organizations, governmental contracts for specific services, performance or residency fees, tuition, etc.

**P. Other Revenue from Operations:** Revenue derived from sources other than those listed above. Include catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Q. Corporate Support:** Cash support derived from grants or contributions by businesses, corporations and corporate foundations, or a proportionate share allocated to this proposal.

**R. Foundation Support:** Cash support derived from grants or contributions by private foundations, or a proportionate share allocated to this proposal.

**S. Other Private Support:** Cash support derived from cash donations that is not included in letters Q-R above. Do not include corporate, foundation or government contributions and grants. Include contributions from individuals and the gross proceeds from fundraising events, or a proportionate share allocated to this proposal.

**T. Government Support - Federal:** Cash support derived from grants or appropriations by agencies of the federal government, or a proportionate share allocated to this proposal.

**U. Government Support - State/Regional:** Cash support derived from grants or appropriations by agencies of the state and/or multi-state consortiums of state agencies, such as the New England Foundation for the Arts. Do not include RISCA support, which should be entered at letter X, or a proportionate share allocated to this proposal.

**V. Government Support - Local:** Cash support derived from grants or appropriations by city, county, in-state regional and other local government agencies, or a proportionate share allocated to this proposal.

**W. Applicant Cash:** Funds from "Applicant's" present and/or anticipated resources that "Applicant" plans to contribute to the operating fund in order to balance the budget or for other purposes. Do not include income from endowment funds.

**X. Grant Amount Requested from RISCA:** Amount requested from the Rhode Island State Council on the Arts. Should reflect the amount being requested in this application.

**CC. Total Operating Cash Income:** The sum of letters N-X under income.

**Applicant Name:** \_\_\_\_\_

## **ASSURANCES PAGE**

For organizations and schools, this certification must be signed by a principal officer of the organization with legal authority to obligate it and knowledge of matters contained here. Original application form must have original signature(s).

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

The undersigned certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible organization as specified in the guidelines.

The filing of this application has been authorized by the governing body of this applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

**AUTHORIZING OFFICIAL (ex., Chairman/President of Board/Superintendent):**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_

**Executive Director/Manager/Project Director/Principal:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_

**Individual Artist:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_  
Telephone \_\_\_\_\_

Send completed application packages to:

Rhode Island State Council on the Arts  
83 Park Street, 6th Floor  
Providence, RI 02903

(401) 222-3880/TDD  
FAX (401) 222-3018 (for drafts)

Revised 7/96



---

**NOTE TO APPLICANTS:** This form is for use by panelists in evaluating your application. **IT IS HERE FOR YOUR INFORMATION ONLY.** Have you considered these issues in preparing your application?

---

## REQUEST FOR PROPOSALS EVALUATION FORM

Applicant: \_\_\_\_\_ Panelist's initials \_\_\_\_\_

Please assign each of the following categories a numerical score from 1 (not fundable) to 4 (exemplary), after considering the application in light of the following questions. *In determining these rankings, the panel should assess how creatively the applicant has addressed each particular issue.*

### ARTISTIC MERIT (50%)

Score: \_\_\_\_\_

What is the quality of the artist(s) or arts organization(s) involved in this project? Is this project designed to expand its audience's (or student's) knowledge of and appreciation for the art form? Does this project support the work of Rhode Island artists, *including the payment of fees to Rhode Island artists*? If an Education project is of 10 days or more, are artist(s) to be used from the Education Roster?

### CLARITY AND ACHIEVABILITY (25%)

Score: \_\_\_\_\_

Does the application clearly state what it intends to accomplish? Does it adequately address the identified RFP question/issue? Does it provide evidence that what is proposed is achievable? Has past experience shown the applicant is capable of carrying out the project? In the absence of past experience, is there anything in the application that gives you confidence that the project will be carried out with a good chance for success? For Education projects of 10 or more days, is artist(s) planning time built in on a daily basis?

### CULTURAL/COMMUNITY CONNECTIONS (25%)

Score: \_\_\_\_\_

Does the application address efforts to make the arts more visible in the community? Does it attempt to bring the arts together with others in the community? Does the project promote knowledge of and respect for culturally or artistically diverse expression? Are there indications that the project is supported by the community, financially and in other ways?





**Applicant Name:** \_\_\_\_\_

**SUPPORTING DOCUMENTS REFERENCE SHEET (see opposite side of form for submission requirements)**

List all items submitted as supporting documentation. For each item, please list title, medium, dimensions, year of completion, and duration length (where applicable). For literature excerpts, please provide a paragraph placing the work in context.



## **SUPPORTING DOCUMENTS/MATERIAL REQUIREMENTS**

Supporting documents include (but are not limited to) audio tapes, videotapes, films, manuscripts, and slides. All supporting documents submitted must be duplications of works. No original or single editions of works will be accepted. Supporting documents will be utilized for the duration of the review process; please plan accordingly. For each item please list on the Supporting Documents Reference Sheet the title, medium, dimensions, year of completion, and duration length (where applicable).

The applicant must submit examples of recent representative work, preliminary work toward the project, or a combination of both. The applicant must be the primary force behind the work.

The following supporting documents are required:

**Choreography:** Submit a maximum of two works on videotape (cued).

**Crafts:** Submit a maximum of 10 slides.

**Design Arts:** Submit a maximum of 10 slides.

**Folk Arts:** The folk arts are defined as those artistic practices which have a community or family base and express that community's aesthetic heritage and tradition. The learning process is informal and is passed on from generation to generation by word of mouth, apprenticeship, and imitation. If the applicant is applying under Folk Arts, please consult the RISCA/Folk Arts staff prior to application.

The applicant should submit supporting documents in whatever form is most appropriate (slides, photographs, audio or video tapes). The applicant should consult the RISCA/Folk Arts staff prior to the deadline for assistance in identifying and/or obtaining the appropriate supporting documents.

**Interdisciplinary:** Interdisciplinary art works integrate more than one arts discipline to form a single work.

Submit a maximum of two works in any one of the following formats (per work): audio tape (cued), videotape (cued), or slides (maximum 10), text (maximum 20 pages). The applicant should include a brief description of the documented work on the SUPPORTING DOCUMENTS REFERENCE SHEET. The applicant should also include NINE copies of any accompanying text.

**Literature (Poetry, Fiction, Plays):** Submit NINE copies of a manuscript in one of the following forms: Poetry: a maximum of 10 pages; Fiction - maximum of 20 double-spaced pages; Plays: a maximum of one act of a complete play. Manuscripts should be presented in typewritten, manuscript form; photocopies from journals or books are strongly discouraged.

**LITERATURE MANUSCRIPTS ARE NOT GENERALLY RETURNED; PLEASE KEEP THE APPLICANT ORIGINAL. DUE TO THE NATURE OF THE GRANTS REVIEW PROCESS, THE CONDITION OF RETURNED MANUSCRIPTS CANNOT BE GUARANTEED.**

**Media Arts:** Submit a maximum of two works on videotape (cued) or film (videotape is the preferred medium). The applicant must submit a 2-5 page treatment of any accompanying screenplay. The applicant must be the primary force behind the work. On the Supporting Documents Reference Sheet the artist should indicate his/her role in the productions.

**Music Composition:** Submit maximum of two works on audio tape (cued).

**Photography:** Submit a maximum of 10 slides.

**Theater:** Submit a maximum of two works on video tape (cued).

**Visual Arts:** Submit a maximum of 10 slides.

